

DACC Trustee Meeting Minutes

Date: 27th November 2025

Attendees

- Andy Gardener (AG)
- Jo Whitfield (JW)
- Shonagh Gawthorne (SG)
- Rae Clark (RC)
- Jacob Tairo (JT)

Apologies

- Adrian Clark (AC)
- Phil Cuthburt (PC)
- Kay Frizell (KF)

Thank you to Shonagh for hosting.

Review of Previous Minutes

- **Defibrillator:** Equipment is now at the centre. Awaiting contact from Brian Cashman at council regarding a quote for fitting and an installation date. AG to follow up with an email inc. Shirley Summerville and Sam Steele.
- **Centre Clean-Up:** RC to start the clean-up. Other trustees to assist when available.
- **Computer Course:** JT has set a target date of March. If no response received by then, the course will be shelved.
- **One-off Courses:** Carried forward to next meeting as KF not present.
- **Keys:** RC to follow up on who currently holds keys and for which areas. Consideration to be given to changing internal door locks.
- **Invalid Access:** No response yet from the council. AG to chase again.
- **Planters: Completed.** JT to paint them in the spring. JW to ask Nigel for advice on the best material to use on the base.
- **Heating Control:** AC has adjusted the timer to activate earlier.
- **PAT Testing:** AG to follow up.

Accounts

- Accounts reviewed.
- Trustees expressed appreciation to Adrian for his excellent work managing the accounts.

Activities and Programmes

- **Book Club:** Not discussed due to KF not being present.
- **Cosy Café:** RC now has five teams on the rota. Attendance remains low; feedback suggests people would prefer soup. JT to liaise with RC to create posters for centre noticeboards. Consideration given to using A-boards around the estate for promotion. RC to investigate costings for hiring someone (e.g. Debbie's Diner) to make soup. Urn to be replaced.

Hall Hires

- **Toddlers Group:** JW has advised them that they will be invoiced from February. If a business plan is submitted, further support will be considered. Currently averaging three families per session.
- **Dog Training Class:** New hire on Thursday p.m and Sundays. Hirer has been instructed to clean and mop the floor after use due to toddler group on Friday mornings. Cleanliness will be monitored.
- **Twins Group:** Still to confirm bookings for January. Timings may need to be adjusted due to overlap with the dog group.

OCCC Update: Not discussed.

Any Other Business (AOB):

- RC to obtain three quotes for painting the centre.
- RC to purchase additional hot water jugs. Refreshments and biscuits to be available for all hire groups.
- Consider replacing storage units for hire groups use.
- Newsletter to be ready for delivery by the Slimming World group on 28th December. JW
- RC to speak with a potential new trustee.
- Carol concert will not go ahead this year.
- Christmas decorations to be put up in hall – all
- Trustee tasks to be listed and allocated at next meeting plus SWOT analysis to be carried out.

Next meeting: Date TBC followed by AGM